



# न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

## Nuclear Power Corporation of India Limited

(भारत सरकार का उद्यम) (A Government of India Enterprise)

मानवं संसाधन प्रबंधन, 7 वॉ तल, उत्तरी स्कंध, विक्रम साराभाई भवन, अणुशक्तिनगर, मुंबई -400 094

Human Resource Management, 7<sup>th</sup> Floor, North Wing, Vikram Sarabhai Bhavan,  
Anushaktinagar, Mumbai – 400 094.



### **Detailed Advertisement for Recruitment of Dy.Managers in HR/F&A/C&MM/Legal and Jr.Hindi Translator**

#### **Advertisement No : NPCIL/HRM/2018/04**

NPCIL, a premier Public Sector Undertaking under the Administrative Control of the Department of Atomic Energy, Government of India is engaged in Design, Construction, Commissioning and Operation of Nuclear Power Plants in the Country. NPCIL invites online applications from the eligible Indian Citizens for the following posts to share these challenging spectrum responsibilities:-

#### **1.0 Details of Vacancy break-up**

##### **(a) Backlog vacancies of SC, ST & OBC**

Sl. No.	Name of the Post	No. of Backlog Reserved Vacancies			
		SC	ST	OBC	Total
1.	Dy. Manager (Finance & Accounts)	01	05	01	07
2.	Dy. Manager (Contracts & Materials Management)	00	00	02	02
3.	Dy. Manager (Legal)	00	01	00	01

##### **(b) Current Vacancies**

Sl. No.	Name of the Post	No. of Current Vacancies				
		UR	SC	ST	OBC	Total
1.	Dy. Manager (Human Resource)	15	3	2	9	<b>29</b>
2.	Dy. Manager (Finance & Accounts)	13	6	2	5	<b>26</b>
3.	Dy. Manager (Contracts & Materials Management)	9	2	2	3	<b>16</b>
4.	Dy. Manager (Legal)	2	0	0	1	<b>03</b>
5.	Jr. Hindi Translator	3	0	1	1	<b>05</b>

##### **(c) Unfilled PwBD vacancies**

Sl. No.	Name of the Post	Unfilled PwBD vacancies	Post Identified suitable for PwBD after enactment of the PwBD Act, 2016
1.	Dy. Manager (F&A)	01*	Category (b)
2.	Jr. Hindi Translator	01	

\* will be filled in any of the identified posts amongst the existing vacancies in the respective Group.

**(d) Current vacancies Reserved for PwBDs**

Total 4 (four) vacancies reserved for PwBDs - One each shall be reserved for benchmark disabilities under category (a), (b) and (c) and one under category (d) and (e) in Group A.

- 1.1 The number of posts indicated in the Advertisement may vary depending on NPCIL requirement.
- 1.2 Limited and reasonable waitlist panel considering the number of posts advertised, will be kept which will be valid for a period of one year from the date of empanelment.
- 1.3 The wait list shall be operated only in the event of occurrence of vacancy caused by non-joining of the candidates from the select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time.

**2.0 Post Identified suitable for PwBD**

<b>Name of the Post</b>	<b>Post Identified suitable for PwBD after enactment of the PwBD Act, 2016</b>
Dy. Manager (HR)	Category (a), (b), (c), (d) and (e)
Dy. Manager (F&A)	Category (b), (c), (d) and (e)
Dy. Manager (C&MM)	Category (c), (d) and (e)
Dy. Manager (Legal)	Category (a), (c), (d) and (e)
Jr. Hindi Translator	Category (a), (b), (c), (d) and (e)

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) Autism, intellectual disability, specific learning disability and mental illness;
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

- 2.1 PwBD under category (d) and (e) may be considered subject to fulfilling all other criteria and he/she being suitable for performing the job assigned to the post.
- 2.2 The candidates appointed under PwBD will be adjusted against the vacancy of respective categories of SC/ST/OBC/Unreserved (UR).
- 2.3 The candidates are required to submit a Disability Certificate issued by a certifying authority, failing which their candidature as PwBD candidates will not be considered
- 2.4 Only such persons, who suffer from not less than 40% of relevant Disability are eligible to be considered under PwBD
- 2.5 Necessary assistance for access & seating will be provided to “Divyang” (PwBD) candidates at the Written exam centre.

### 3.0 Educational Qualification :

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
1.	Deputy Manager (HR)	<p>a) Graduation in any discipline with not less than 60% marks, <b>plus</b></p> <p>b) Two years full time MBA or equivalent, with specialization in Personnel Management &amp; Industrial Relations, from IIMs/XLRI/XISS/XIM or MA (Personnel Management &amp; Industrial Relations) from TISS or an equivalent Post Graduate Degree/Diploma from a recognized University/AICTE approved Institute, with not less than 60% marks in Post Graduate Degree/Diploma in aggregate.</p>
2.	Deputy Manager (F&A)	<p>a) Graduation in any discipline with not less than 60% marks, <b>plus</b></p> <p>b) CA/ICWA with pass class OR Two years full time MBA or equivalent with specialisation in Finance from a recognised University / AICTE approved Institute, with not less than 60% marks in the Post Graduate Degree/Diploma in aggregate</p>
3.	Deputy Manager (C&MM)	<p>a) Graduation in Engineering in any of the branches; <b>plus</b></p> <p>b) Full time MBA preferably in Materials Management/Inventory Control with not less than 60% marks from a recognized University/AICTE approved Institution.</p> <p>Note : Engineering Graduates with Post Graduate qualification as above will be considered for grant of advance increments by Selection Committee, subject to a maximum of 5 increments, based on performance, at the recruitment stage.</p>
4	Deputy Manager (Legal)	<p>Full time degree in Law (Professional) with not less than 60% marks in aggregate from a University recognised by the Bar Council of India. Candidate should be registered with the concerned Bar council of the State or Bar Council of India and other statutory bodies.</p> <p><b>Experience</b> : Should have 3 years post qualification practical experience at Bar and/or in any reputed Organisation as an Officer having adequate exposure to Company/Civil/Labour Laws. Candidates should possess excellent communication and drafting skills and have the capacity and capability to handle and deal with legal problems and cases independently.</p>
5.	Junior Hindi Translator (JHT)	<p>Master Degree of a recognized University in Hindi/English, with English/Hindi as a main subject at Degree level.</p> <p><b>(OR)</b></p>

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
		<p>Master's Degree of a recognized University in any subject with Hindi &amp; English as main subjects at degree level.</p> <p><b>(OR)</b></p> <p>Master's Degree of a recognized University in any subject with Hindi/English medium and English/Hindi as a main subject at degree level.</p> <p><b>(OR)</b></p> <p>Master's Degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as main subject or a medium of examination at degree level.</p> <p><b>(OR)</b></p> <p>Bachelor's Degree with Hindi and English as main subjects or either of the two as a medium of examination and the other as main subject + Recognized Diploma/Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central Government/State Government offices including Government of India Undertakings.</p>

- 3.1 **For Persons with Benchmark Disabilities (PwBDs), in the educational qualifications for Deputy Manager's, 55% from the current 60% wherever prescribed.**
- 3.2 In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by that institute is also required to be an approved Degree/Diploma.
- 3.3 Internal candidates may please refer to the Internal circular before applying.
- 3.4 The qualifications possessed by candidates to be recruited from external sources for Deputy Managers must be qualifications acquired through regular full time courses by attending colleges/institutes and not part-time course, distance learning programmes or correspondence courses.
- 3.5 Candidates must have already passed the qualifying examination as on the last date of submission of application i.e. 19/12/2018. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial last date for submitting the application, are not eligible.
- 3.6 For all the above posts, candidates to be proficient in working with computers and have exposure in handling software packages like Windows, MS Office, etc.

#### 4.0 Pay Level & Approximate Monthly Emoluments

Name of the post	Pay Level in the Pay Matrix	Pay in the Pay Matrix	DA @ 9% of Pay (As on 01.07.2018)	Approximate Monthly Emoluments (Pay+DA)
Deputy Manager (HR)	Level 10	₹ 56,100/-	₹ 5,049/-	₹61,149/-
Deputy Manager (F&A)				
Deputy Manager (C&MM)				
Deputy Manager (Legal)				
Junior Hindi Translator	Level 06	₹ 35,400/-	₹ 3,186/-	₹38586/-

DA # Dearness Allowance. DA is based on the rates notified by Government of India from time to time.

In addition to emoluments as above, following allowances, incentives & facilities are also available as per extant rules, entitlements and depending on place of posting:

#### **A] Allowances :**

- Transport Allowance
- House Rent Allowance/Leased Accommodation Facility/Housing
- Site Location Allowance
- Professional Update Allowance (Annual)

#### **B] Employee Benefits & Miscellaneous Facilities :**

- Leave Travel Concession (LTC)/LTC Encashment for self & family
- Leave and Leave Encashment
- Medical Facility for Self & Dependents
- Education Facility for children within township
- Children Education Assistance
- Reimbursement of Cable TV Charges
- Reimbursement of Mobile Phone Charges
- Reimbursement of Electricity Charges/Free Electricity Units
- Reimbursement of News Paper Charges
- Reimbursement of Membership fees for Professional Institution
- Canteen Subsidy

#### **C] Incentives :**

- Performance Linked Incentive Scheme

#### **D] Loans & Advances :**

- Interest bearing advances (for House Building, General Purpose)

## **E] Retirement Benefits/Social Security Schemes :**

- Employees Provident Fund
- Gratuity
- Post Retirement Medical Care
- Benevolent Fund
- Group Insurance

### **5.0 Age limit as on 19/12/2018**

Sl No.	Name of the post	Maximum age as on 19/12/2018
1.	Deputy Manager (HR/F&A/C&MM/Legal)	30 years
2.	Junior Hindi Translator	28 years

### **Relaxation in upper age limit**

Sl No.	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	05 years
2.	Other Backward Classes (Non Creamy Layer)	03 years
3.	Persons with Benchmark Disabilities	10 years
4.	Ex Serviceman	05 years
5.	Dependents of those who died in riots of 1984 (Dep 1984)	05 years
6.	Dependents of Defence Persons Killed in Action (DODPKIA)	05 years
7.	Persons domiciled in Kashmir Division of Jammu & Kashmir State from 01.01.1980 to 31.12.1989 (Dom Kashmir)	05 years

Note :

- i. In case applicant is eligible for age relaxation in more than one category, the age relaxation will be on **cumulative basis** with any of the remaining categories for which age relaxation is permitted as mentioned above, **subject to a maximum of 56 years**.
- ii. Relaxation & concessions for SC/ST/OBC/PwBDs will be provided as per Government of India orders issued from time to time.
- iii. The OBC applicants have to indicate their status as “Creamy Layer” or “Non Creamy Layer” as the case may be while filling online application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC Category (Non Creamy Layer). The OBC (Non Creamy Layer) applicants whose caste appears in the Central List are required to submit requisite certificate in the format prescribed by Government of India, from a Competent Authority issued on or after 01.04.2018. Further, OBC applicants, if called for interview will have to give an undertaking indicating that they belong to OBC (Non Creamy Layer) Category at the time of reporting for interview.

- iv. Reserved category applicants applying against unreserved posts meeting all the criteria prescribed for unreserved applicants will not be considered for any relaxation/concession at any stage in the entire recruitment process.
- v. There is no age limit for employees serving in NPCIL who otherwise fulfil the prescribed criteria.

## **6.0 Place of posting**

NPCIL Units/Sites located at Tarapur (Maharashtra), Rawatbhata (Rajasthan), Kalpakkam (Tamil Nadu), Narora (Uttar Pradesh), Kakrapar (Gujarat), Kaiga (Karnataka), Kudankulam (Tamil Nadu), Gorakhpur (Haryana) and Upcoming Projects of NPCIL. However, candidates appointment in NPCIL are liable to be posted/transferred to any of the units of NPCIL depending upon the requirements of the company.

## **7.0 Selection Process**

### **(A) Deputy Manager (HR), Deputy Manager (F&A), Deputy Manager (C&MM) & Deputy Manager (Legal)**

- (a) Recruitment of Deputy Managers will be conducted in two stages as follows :
  - (i) Stage I - Written/Online Test
  - (ii) Stage II - Personal Interview
- (b) Stage I – Written/Online Test details :
  - i. Time allotted for test : 120 Minutes
  - ii. Number of Questions : 120
  - iii. Sections – 02 (Two)
 

**Part I** : Management Aptitude - consisting of questions related to Quantitative Aptitude, Reasoning, Ethics in Public Service, RTI Act, English Language, Data Interpretation & General Awareness.

**Part II** : Questions related to Professional Discipline. (Syllabus enclosed)
  - iv. Number of questions in each Section
 

**Part I** : 50 Questions (Management Aptitude)

**Part II** : 70 Questions (Professional Discipline)
  - v. Marking Scheme : 1 (one) Mark for each correct answer and deduction of 0.25 (1/4<sup>th</sup>) marks for each wrong answer.
  - vi. Cut off Marks for written test : for unreserved candidate:40% and for Reserved candidates – 30%
  - vii. Online test at 6 (Six) Metro cities viz. Mumbai, Chennai, Kolkatta, New Delhi, Hyderabad and

Bangalore tentatively in February, 2019. Exact date, time and venue of the written examination will be available in the "Admit Card".

- viii. Admit card of the screened in candidate for appearing for written examination will be made available in the website for downloading. Email/SMS will also be sent to screened in candidates.
- ix. Scoring minimum Cut-Off mark in written/online test, doesn't mean, he/she is shortlisted for interview.
- x. Depending upon the no. of vacancies, only those candidates who rank sufficiently high in the order of merit, based on the total marks scored in the written/online shall be shortlisted & called for personal interview.
- xi. Date of personal interview will be notified later. Individual intimation for those who are shortlist through written test/Online test will be sent by Email and/or SMS and will also be displayed on NPCIL website.
- xii. Personal Interviews for all the above posts will be held at NPCIL HQ, located at Anushaktinagar, Mumbai.

(c) Stage II – Interview :

- i. Ratio for calling candidates for interview – 1:5 if number of vacancies are less or equal to 10 and 1:4 if number of vacancies are more than 10.
- ii. Marks for Personal Interview – 100
- iii. Cut off marks for interview – 60% for Unreserved candidates and 50% for Reserved candidates.
- iv. Weightage for written/online test and interview marks for empanelment- 50:50 (equal weightage)
- v. Scoring minimum cut Off marks to qualify in the interview doesn't mean that he/she is empanelled for appointment.

**(B) Junior Hindi Translator**

- (i) The written examination will be held in two stages : Stage 1 – Preliminary Test & Stage 2 – Advanced Test.
- (ii) Stage 1 (Preliminary Test) : It will be a screening examination to be held to shortlist candidates.
- (iii) The test will consist of 50 Multiple Choice Questions (Choice of Four Answers) from the following syllabus :
  - 1. Samanya Hindi
  - 2. Samanya Angrezi
  - 3. Samanya Gyan/Ganith/Vishleshanatmak Tarkshakti



- (iv) The Test will be of 01 (one) hour duration for a maximum 150 (one hundred fifty) marks.
- (v) 03 (Three) marks will be awarded for each correct answer and 01 (one) marks will be deducted for each incorrect answer.
- (vi) Test will be conducted in single/multiple sessions depending upon logistics requirements.
- (vii) Qualifying Standards – General Category (UR) 40% marks; SC/ST/OBC/PwBD – 30% Marks. Accordingly, the General Candidates with less than 40% marks and the candidates belonging to SC/ST/OBC/PwBD with less than 30% marks will be screened out for Stage 2.
- (viii) Stage 2 – Advanced Test :
- (ix) All candidates qualifying Stage 1 will be eligible to undertake the advanced test. The test will be 02 (two) hours duration for a maximum of 150 marks.
- (x) The Advanced Test will be a descriptive type Test comprising questions from the following syllabus :
  - a. Anuchched Anuvad – Do Hindi se Angrezi aur Do Angrezi se Hindi.
  - b. Angrezi va Hindi ke Vakyansh aur Muhavro ka anuvad.
  - c. Hindi yevam Angrezi shabdon ke Samatulya.
  - d. Angrezi athva Hindi me saar Lekhan.
  - e. Angrezi me Paragraph Lekhan.
  - f. Hindi Nibandh.
- (xi) Markings will be as assigned by the Examiner/Paper setter.
- (xii) Qualifying marks : General Category (UR) 30% Marks; SC/ST/OBC/PwBD – 20% marks . Accordingly, the General candidates with less than 30% marks and the candidates belonging to SC/ST/OBC/PwBD with less than 20% marks will be screened out for Stage 3.
- (xiii) A merit list will be prepared of candidates after Stage 2 based on upon scores obtained in Stage 2 only.
- (xiv) In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list :
  - 1) Candidate with higher marks in Stage 1 will be placed higher in the merit list.
  - 2) Candidate with lower negative marks in Stage 1 will be placed higher in the merit list.
  - 3) Date of birth of the candidates (candidate with earliest date of birth will be placed higher in the merit list).
- (xv) Candidates are required to undertake the Preliminary and Advanced Test on the same day. Preliminary Test will be carried out in the morning session and the Advanced Test for candidates screened in for Stage 2 will be carried out in the afternoon/evening session.
- (xvi) Stage 3 : Skill Test - Candidates qualifying Stage 2 will only be considered for Stage 3 subject to maximum of 5 times the number of vacancies.

(xvii) Skill Test will be of qualifying nature only. Skill test will consist of Computer Proficiency Test. Candidates clearing Skill Test will be shortlisted and empanelled in order of merit based on marks secured in Stage 2.

(xviii) Written Test will be held at Mumbai tentatively in February, 2019. Exact date, time and venue of the written examination will be available in the "Admit Card".

(xix) Admit card of the screened in candidate for appearing for written examination will be made available in the website for downloading. Email/SMS will also be sent to screened in candidates.

**(C)** The appointment of the selected candidate will be subject to she/he being found Medically Fit by the Authorised Medical Officer of NPCIL.

### **8.0 Travelling Allowance (TA) for appearing in written test/interview**

(i) The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically for to and fro rail fare by the shortest route only based on the Contact details mentioned in the online application. If applicant is not eligible for written test/interviewed due to not meeting the eligibility criteria or non-production of the required documents including NOC, travel ticket etc, no travelling expenses will be reimbursed. No cash payment shall be made. Accordingly, candidates will be required to submit their bank account details in the prescribed format as provided.

(ii) For the post of Deputy Manager (HR/F&A/C&MM/Legal)

Those outstation applicants who **appear for interview**, will be reimbursed First Class (Not First AC)/III AC to and fro rail fare by the shortest route only (including Rajdhani/Shatabdi/Duranto Express) on production of tickets/boarding passes. No TA reimbursement is payable for appearing for online/written test, if held.

(iii) For the post of Junior Hindi Translator

Only those outstation candidates who **appear for Written Test** will be reimbursed 2nd Class/Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets.

### **9.0 Verification of Original Documents at the time of interview/Skill Test:**

The following original documents will be verified at the time of interview/Skill Test. Non production of original documents will debar the applicant from appearing for the interview and no travelling charges will be reimbursed to such applicants.

a. Date of Birth (DoB) proof:

- I. X<sup>th</sup> Std Passing Certificate indicating Date of Birth  
OR
  - II. School Leaving Certificate
- b. Qualification:
- I. Mark sheets.
  - II. All Certificates in support of Educational/Professional qualifications.
- c. Candidates are required to produce relevant certificate from Principal/Dean of the Institute in support of approval/recognition of the Institute & Course by AICTE at the time of interview.
- d. Candidates who are awarded Gradations under the CGPA system are required to produce proof issued by the University/Institute converting the CGPA Gradations into appropriate percentage at the time of interview.
- e. Applicants are required to furnish a Gazette Notification/certificate in respect of change of name, if applicable.
- f. Relevant experience certificates clearly indicating the period and nature of experience.
- g. Applicants working in Central/State Government/PSUs/Aided Institutions should bring "**No Objection Certificate**" from the organisation, failing which they shall not be allowed to appear for interview and no travelling charges will be reimbursed to them.
- h. In case of PwBD applicants, Disability Certificate issued by a certifying authority.
- i. Certificate –Discharge certificate in case of Ex Serviceman (if applicable).
- j. Certificate in support of being Dependant of Defence Personnel Killed in Action (DODPKIA), (if applicable).
- k. Certificate in support of being a Person domiciled in Kashmir Division of Jammu & Kashmir State from 01.01.1980 to 31.12.1989 (Dom Kashmir)
- l. **Caste Certificates:**
- SC, ST and OBC (Non Creamy Layer) applicants must produce caste certificates, as per the format prescribed by the Government of India.
- m. If the SC/ST/OBC/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to

submit a self certified translated copy of the same in either English or Hindi.

#### **10.0 Language for Personal Interview :**

Applicants appearing for interview will have choice of answering the questions either in Hindi or English.

#### **11.0 How to apply :**

- a. Applicant has to apply through online application form as provided on the website [www.npcilcareers.co.in](http://www.npcilcareers.co.in) only.
- b. Eligible applicants may apply through online registration system of NPCIL. Applications submitted in any other form including handwritten/typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/application etc to NPCIL before interview.
- c. The online registration will commence from **04/12/2018** at **1000** Hrs and will end on **19/12/2018** at **1700 Hrs**.
- d. It is mandatory to fill all the relevant information such as qualifying degree details, experience details (if any), percentage of marks, email address, contact mobile number, address for correspondence and soft copies of scanned photograph and signature (JPEG) must be uploaded as prescribed to complete the online application process and get the Registration number. Therefore, applicants are advised to keep such information ready before applying online.
- e. Before applying online, applicant should scan her/his **photograph in JPEG format of size not more than 50KB and a minimum of 125 x 165 pixels (4.4 cm x 5.8 cm) in dimensions and signature in JPEG format of size not more than 20KB and a minimum of 125 x 80 pixels (4.4 cm x 2.9 cm) in dimensions**. The photograph uploaded will be printed on the eAdmit Card/Interview Call Letter and only the applicant whose photograph is printed on the admit card/call letter will be allowed to appear for test/interview (if called for).
- f. Applicant is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMSs will also be sent to the applicant if an active mobile number for communication is provided. If the mobile number registered by the applicant is in the TRAI NCPR list (formerly called DND), applicant will not receive SMS alerts related to the registration. If applicant wants to receive future SMS alerts from NPCIL related to this recruitment, she/he is requested to remove her/his mobile number from the NCPR list through service provider.
- g. **The Online registration process consists of following steps :**

- Step 1. The applicant is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number and PwBD details, if applicable. On successful completion of this stage, activation link is generated/allotted and sent to applicant's email. Click on Apply=>Online Registration at the top/left for registration. Please note that the applicant will not be allowed to make any changes in the information furnished once in this stage,. Hence before submission the applicant has to check that all the information entered is correct.
- Step 2. The applicant is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.
- Step 3. On successful completion of this activation, applicants can login using their login id and password to **apply online**. In this step the applicant is required to fill all details of her/his Educational Qualifications, Work Experience etc.

This is a multi stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages are as follows :

1. Educational Qualifications
2. Post Qualification Work Experience, if any.
3. Personal Details
4. Upload Photo & Signature
5. Submit Application

The links for the above stages are available under 'Apply Online' menu (Apply=>Apply Online). The applicant should start by clicking on the "**Educational Qualifications**" link. Once information is saved, the next stage i.e. **Post Qualification Work Experience** will be made available for filling up the information.

On entering all the information related to current stage, the applicant can use "**Save and Proceed to Next Step**" option at the bottom of the form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in **Apply Online menu (Apply=>Apply Online)**.

The information at any stage can be saved using the "**Save and Proceed to Next Step**" option.

Once the applicant reaches "**Submit Application**" stage, a draft of all the information entered by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered is correct,

she/he can submit the application using "**Submit Application**" option. **Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application.** After submission of application, **Registration number** will be generated.

The printed application is required to be brought at the time of attending interview.

#### Stage 4 **Payment of Application Fee**

Only male candidates belonging to General/OBC categories are required to pay a **Non-Refundable** Amount of **Rs.500/- (Rupees Five Hundred Only)** towards application fee with the applicable bank charges using **State Bank Collect** link of SBI provided on the website after submitting the online application.

Alternatively, the State Bank Collect facility can also be operated through the website **www.onlinesbi.co.in** by selecting **State Bank Collect option => Click Check Box & Proceed => Select** state as **Maharashtra => type of Corporate/Institution as Others => Others Name as NPCIL => Submit => Select Payment Category as Recruitment of DM/JHT 2018.**

**SC, ST, PwBD, Ex-Serviceman and Women candidates are exempted from the payment of Application Fee.**

Please note that it may take upto **three working days** to update the details of Application Fee. Once the details of payment of Application fee are received from Bank, the applicant can view these details using the "Payment Details" link. **Only after verification of payment of fee, the online application form can be viewed / printed.** The printed application is required to be brought at the time of attending interview. **Candidates please note that the Online Application Process for any of the post advertised is complete only after all the above-mentioned applicable steps are complete.**

Application Status can be seen by the applicant by login through "**Applicant's Login**" link.

- a. **Applicant is requested to make a note of the login id and password,** as she/he will need this to login to the website to check her/his application status. An email will also be sent to the applicant with the application number.
- b. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 59.99% should NOT be rounded off to 60%.

- c. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test, if conducted. Similarly, applicants will be informed through email and SMS about the availability of the 'Interview Call Letter' online on the website, if shortlisted for the interview. The time and venue of the test/interview will be available in the 'eAdmit Card/Interview Call Letter'. Applicants can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'eAdmit Card/Interview Call Letter' to the test/interview venue, without which she/he will not be allowed to appear for test/interview.
- d. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.
- e. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.

**f. Important :**

➤ Four Step Process :

- I. Registration
- II. Activation
- III. Fill Applicant Details & Submit Application
- IV. Payment of Fee

➤ This Site is best viewed in Internet Explorer versions 8.0 & above and Resolution 1200X800.

**12.0** The shortlisted applicants appearing for the interview should invariably carry with them the following **at the time of reporting for personal interview** :

- Photo identity proof of PAN Card/Driving License/AADHAR Card/Voter ID/College ID/Government issued ID.
- One clear printout of the Interview Call Letter bearing photograph of the applicant.
- One clear printout of the full online application form.
- One set containing self-attested copies of the certificates in support of educational qualification (both degree certificate and mark sheets), caste, proof for date of birth, registration certificate, attempt certificate etc.
- Originals of all the above mentioned documents.

**13.0 Important Dates**

Starting date of Online Registration/Application Process	04/12/2018 (1000 Hrs)
Closing date of Online Application process	19/12/2018 (1700 Hrs)

**14.0 General Conditions :**

- a) Only **Indian Nationals** aged 18 years and above, are eligible to apply.
- b) Before submitting the online application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post for which she/he is applying as detailed for the respective post. If the candidate is not eligible, her/his candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.
- c) Candidates willing to apply for more than one post can do so by applying separately for each post. However, request for change of discipline, post, test centre, test date and timing will not be entertained after submission of online application.
- d) The cutoff date for reckoning the Maximum Age Limit and Post Qualification Experience is the last date of submission of online application i.e. **19/12/2018**.
- e) Only **Post Qualification experience** will be considered as relevant experience and preference will be given to the institutional experience. **Period of internship will not be counted as experience.**
- f) The candidate's appointment will remain provisional subject to caste/tribe certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to SC/ST/OBC/PwBD category and other testimonials is found false. The NPCIL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonials.
- g) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written/Online Test and/or Interview.
- h) Original documents (for verification) and self attested copies as detailed in the advertisement along with the duly signed hard copy of the Online Application are required to be produced at the time of personal interview. Applicant will not be interviewed, if any, of the required certificates/documents are not produced.
- i) *PwBD candidates called for written test will be allowed to use assistive devices & arrange scribe on their own as per Govt. orders issued from time to time, subject to approval. The candidates will have to intimate the same before the date of written examination. Also, the PwBD candidates called for written test will be eligible for additional compensatory time as per Govt. orders.*
- j) *Necessary arrangement for online test for PwBD candidates will be made.*
- k) NPCIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. NPCIL may at its discretion, re-conduct written/online test/interview, wherever necessary in respect



of a centre/venue and/or all centres/candidates in case of any eventualities.

- l) No request for change of Test Centre, date and time allotted for Written/Online Test/Interview/Skill Test (wherever applicable) will be entertained. Although applicants have been advised to indicate their preference of Test Centre for appearing in the Written/online Test, NPCIL reserves the right of allocation of Test Centre of Written/Online Test as it may deem fit which the applicant will be informed through email/SMS and no further request for any change shall be entertained in this regard.
- m) NPCIL reserves the right not to select a candidate for a post, if suitable candidate is not found.
- n) Appointment of the candidate in NPCIL will be subject to Medical fitness, satisfactory reference check and verification of Character & Antecedents and Special Security Questionnaire by the prescribed authorities.
- o) All positions advertised carries with it the liability to serve in any of the Units of the Corporation or at any other place in India depending upon NPCIL requirements.
- p) The email ID and mobile number entered in the online application form should remain active for at least one year. **No change in the email id will be allowed once entered.** All future correspondence would be sent via email.
- q) Request for refund of online application fee made by the candidate will not be entertained under any circumstances.
- r) In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- s) In case of any dispute, legal jurisdiction will be Mumbai.
- t) If, at any stage of the recruitment process or subsequently, it is found that, the applicant :
  - i. has provided wrong information or submitted false documents or
  - ii. has suppressed relevant information or
  - iii. does not meet the eligibility criteria for this recruitment or
  - iv. has resorted to unfair means during selection process or
  - v. is found guilty of impersonation or
  - vi. created disturbance affecting the smooth conduct of the Written/Online Test at the test centre or interview venue or
  - vii. has uploaded non-human or irrelevant photograph.she/he will be liable to be disqualified, prosecuted and debarred for all appointments in NPCIL and her/his application/appointment will be cancelled/ rejected forthwith.
- u) Applicants applying in response to this advertisement may please visit web portals of NPCIL for latest updates in this regard from time to time.
- v) Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of select list.
- w) In case of any dispute, legal jurisdiction will be Mumbai.
- x) **Canvassing in any form will be a disqualification.**

## 15.0 Contact Us :

- Applicants may submit their queries, if any, under '[Contact Us](#)' Link.

- Queries received during the period from 04/12/2018 (1100 Hrs onwards) till 19/12/2018 (up to 1300 Hrs) will only be entertained.
- Only valid queries pertaining to recruitment of Deputy Managers (HR/F&A/C&MM/Legal) & JHT will be entertained within the stipulated period.

Any further information/corrigendum/addendum etc. pertaining to this recruitment will be uploaded on [www.npcil.nic.in](http://www.npcil.nic.in) and [www.npcilcareers.co.in](http://www.npcilcareers.co.in). Please keep referring these web portals.

**NPCIL strives to have a workforce which reflects gender balance and women applicants are encouraged to apply  
Nuclear Power – A step towards development**

“स्वच्छ रहो, स्वस्थ रहो”

एनपीसीआईएल, भारत सरकार द्वारा चलाए गए स्वच्छ भारत मिशन को प्रोत्साहित करता है।  
न्यूक्लियर विद्युत – एक अपरिहार्य विकल्प



**PATTERN OF ONLINE TEST AND SYLLABUS**

**For the post of Dy. Managers in HR, F&A, C&MM and Legal**

The online test will have 120 questions to be answered in two hours duration:  
(Part-I -50 questions & Part-II -70 questions)

The online written test consists of two parts viz.

Part- I	<b>Management &amp; General Aptitude</b>
	English Language, Quantitative Aptitude and Management Aptitude & Intellectual Potential, Ethics in Public Service, RTI Act, 2005
Part-II	<b>Functional knowledge</b>
	consisting of questions relating to relevant professional qualification pertaining to respective cadres.

Each correct answer will carry (01) marks whereas each wrong answer will attract (0.25) marks. No marks will be allotted to un-attempted questions.

**SYLLABUS FOR THE POST OF : Dy.MANAGER (HUMAN RESOUCES)**

<b>Sl. No.</b>	<b>Topics</b>
1.	Personnel Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
2.	Principles and Practices of Management
3.	HRM concepts and functions, Performance appraisal, Career planning, Succession Planning
4.	Job Specification, Competency Development, Communication.
5.	Training and Development, Management Development
6.	Compensation Management
7.	Organizational Behavior: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
8.	Industrial Relations : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary action
9.	Trade Unions : Meaning, objectives, functions, theories, trade union movement in India, trade union leadership, inter and intra union rivalry, role of different parties, Bi-party, Tripartism
10.	Labour Legislation: Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948, Industrial Disputes Act, 1947, Trade Union Act, 1926, Payment of Gratuity Act, 1972, Contract Labour (Abolition) / Regulation Act, Workmen's Compensations Act, 1923, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Industrial Employment Standing Orders Act, Maternity Benefit Act, 1961, Employees Provident Fund & Misc. Provisions Act, Employees State Insurance Act.
11.	Right to Information Act, 2005
12.	Sexual Harassment of Women at Work Place (Prevention, Prohibition of Redresses Act.) 2013
13.	The Rights of Persons with Disabilities Act, 2016

**SYLLABUS FOR THE POST OF: Dy. MANAGER (LEGAL)**

Sl. No.	Topics
1.	<b><u>Constitutional law of India</u></b> : Preamble, Fundamental rights and duties, directive principles of state policy, Judiciary, Executive, Union State Legislative Relations, Emergency provisions, Amendment of the constitution, Writ jurisdiction
2.	<b><u>Legal Theory</u></b> : Nature and sources of Law, Natural law theory, sociological jurisprudence, Theories of punishment, Rights and duties, Concepts of possession and ownership
3.	<b><u>Public International Law</u></b> : Nature of International Law and its relationship with Municipal Law, Recognition of States & Governments, Settlement of International Disputes, Human Rights
4.	<b><u>Family Law</u></b> : Concepts of family law, Sources of Family law in India, Marriage and Dissolution of Marriage, Divorce, Maintenance, Matrimonial Remedies, Uniform civil code
5.	<b><u>Law of Contracts</u></b> – General Principles : Essentials of a valid contract, offer, acceptance and consideration, capacity to contract – Minor’s contract, Elements vitiating contract – mistake, fraud, misrepresentation, public policy, coercion, undue influence, frustration of contract, Remedies for breach of contract – Damages.
6.	<b><u>Laws of Torts</u></b> – Foundation of Tortious Liability, General Defences to an action of Torts, Vicarious liability, Remoteness of Damages, Contributory Negligence, Absolute and Strict Liability.
7.	<b><u>Laws of Crimes</u></b> – General Principles : Nature and Definition of offence, General Exceptions, Common Intention and Common Object, Criminal Attempt, Conspiracy and Abetment, Offences against women
8.	<b><u>Labour Laws</u></b> – Concepts, Industrial Disputes, Trade Unions – Rights and Immunities of Registered Trade Unions, Registration and its advances, Method of settlement of industrial disputes, Strikes and lockouts, Instrument of collective bargaining, Retrenchment, Lay offs, Closures and arbitration proceedings, The Contract Labour (Regulation & Abolition) Act
9.	<b><u>Environmental laws</u></b> – Environmental pollution, legislative measures for prevention and control of environmental pollution in India – Air and Water Pollution and General protection of environment, International development for protection of Environmental Pollution, Remedies for Environmental Protection – Civil, Criminal and Constitutional, Importance of Forest and Wildlife in protecting environment, Environmental impact assessment and control of hazardous wastes.
10.	<b><u>Business Legislations</u></b> : Partnership Act – nature and essentials of partnership, mutual rights and liabilities of partners, advantages of registration of firms, The sale of goods act, Negotiable Instruments Act, Company Law – Role of Directors, Doctrines of Indoor Management and Ultra Vires, Law pertaining to land acquisitions, Global Trade Regimes under International Law.
11.	Knowledge of Arbitration Act, Taxation Law, and other Social Welfare Legislation.
12.	Civil Liability Nuclear Damage (CLND) Act.2010

**SYLLABUS FOR THE POST OF : Dy. MANAGER (C&MM)**

<b>Sl. No.</b>	<b>Topics</b>
1.	Business Economics
2.	Accounting & Finance
3.	Legal aspects of Contracts-sale of Goods Act, Indian Contracts Act. etc.
4.	Goods and Services Tax
5.	Customs Duty
6.	Contract Securities – Bank Guarantees
7.	Project Planning & Schedule
8.	Concept and basic principles of e-procurement/e-Tendering/e-auction /Reverse Auction.
9.	Dispute resolution mechanism available in India.
10.	Consequences of breach of contract and remedies available to Purchaser
11.	Export-Import policy and procedures, legal framework of export-import, customs classification.
12.	Inco-terms 2010
13.	Customs clearance- Sea, Air, post procedure and documentation.
14.	Inventory control- ABC analysis, General principles of provisioning and procurement of common user items, fixing of minimum, maximum and re-order levels.
15.	Material handling: Handling of compressed gases, inflammable, toxic substances, chemicals and hazardous materials, strategic items etc.
16.	Emerging trends in Materials Management
17.	Third Party Logistics and Supply Chain Management.
18.	Vendor Development, Vendor Registration and Evaluation of performance of suppliers.

**SYLLABUS FOR THE POST OF : Dy. MANAGER (F&A)**

<b>Sl. No.</b>	<b>Topics</b>
1.	Double entry bookkeeping and principles.
2.	Maintenance of Book of Accounts prescribed by the Companies Act, 2013 – Schedule 3.
3.	Accounting standards
4.	Principles & Knowledge of Income Tax, VAT, CST, Service Tax, Central Excise and Customs Duties & Filing of returns and TDS
5.	Principles involved in raising of Finance and connected ratios.
6.	Statutory & Internal Audit
7.	Purchase procedures applicable for PSUs and Inventory control for Material Management.
8.	Principles of Costing / elements of cost analysis.
9.	Budget & Budgetary Control
10.	Sources and capital structure for infrastructure projects
11.	Working Capital Management and Liquidity Management for cash flow preparation.
12.	Debt Market and roll of intermediaries in debt issues
13.	Servicing of investors
14.	Applications of Computers for the above purpose.